

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES DIRECTOR

DEFINITION

Subject to administrative determination of policy, to administer and direct the park, cultural, recreation, and human services of the City; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and coordinates the park, recreation, human and cultural service programs of the City; manages the Park, Recreation and Community Services Department of the City; recommends and establishes program objectives; coordinates the planning and development of public park and recreational facilities; interfaces with community groups and performs public relations activities; supervises selection, training, and evaluation of staff; administers budget preparation and monitors expenditures; coordinates activities with other City departments and acts as liaison between departments, administration, and City Council; evaluates achievements with established goals.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles of management; the philosophy of public park, cultural, recreation and community services activities; the principles involved in the planning, development, and maintenance of public park and golf course facilities.
- Ability to - establish a creative working environment; analyze administrative problems and develop effective solutions; relate to community groups and relate human and leisure time services to needs of citizens; communicate effectively and prepare reports; establish and maintain effective working relationships with City officials, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in park, recreation, and/or public administration, or related discipline and five years of progressively responsible administrative and supervisory management duties.

License & Certificates: A valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION

None.